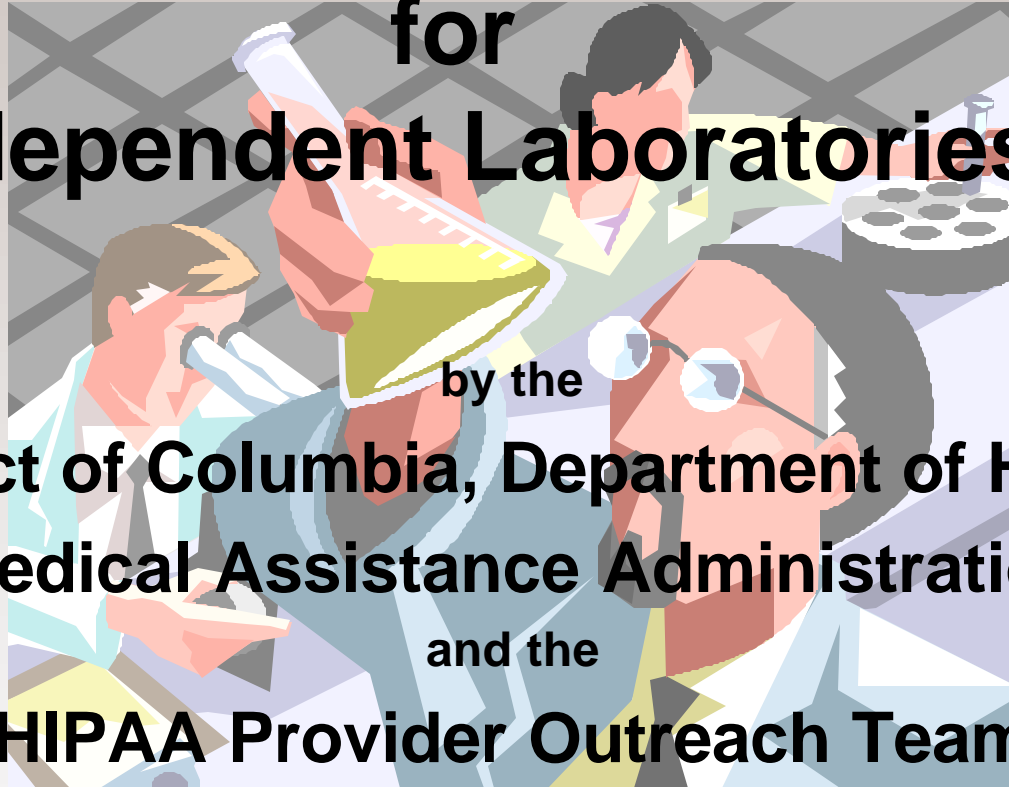


# **HIPAA Provider Outreach Initiative for Independent Laboratories**

by the  
**District of Columbia, Department of Health,  
Medical Assistance Administration  
and the  
HIPAA Provider Outreach Team**



**June 10, 2003**

# Today's Agenda

- ▶ **HIPAA Overview**
- ▶ **Independent Laboratories Billing Update**
- ▶ **Electronic Data Interchange**

# HIPAA Overview

# Objective

- ▶ **Overview**
  - ◆ **Administrative Simplification**
    - ▶ **Background**
    - ▶ **Goals**
    - ▶ **Benefits**
    - ▶ **HIPAA Rules**



# Background

- ▶ **Health Insurance Portability & Accountability Act**
  - ◆ **Portability**
    - ▶ **Insurance Reform**
  - ◆ **Accountability**
    - ▶ **Criminal and Civil Penalties**
  - ◆ **Administrative Simplification**
    - ▶ **Health Care Transactions and Code Sets**
    - ▶ **Privacy**
    - ▶ **Security**
    - ▶ **National Identifiers**

# Administrative Simplification

## ▶ Goals

- ◆ Increase the use and efficiency of electronic methods of exchanging standard health care information
- ◆ Reduce the number of forms, the methods of completing claims, and other health care related documents

# Administrative Simplification

## ► Benefits

- ◆ Lower administrative costs
- ◆ Enhance accuracy of data and reports
- ◆ Increase provider satisfaction
- ◆ Reduce processing time and improving cash management

# Administrative Simplification

<b>Regulation</b>	<b>NPRM Published</b>	<b>Final Rule Published</b>	<b>Compliance Deadline</b>
<b>Transactions &amp; Code Sets</b>	<b>05/07/98</b>	<b>08/17/00</b>	<b>10/16/03</b>
<b>Privacy</b>	<b>11/03/99</b>	<b>12/28/00</b>	<b>04/14/03</b>
<b>National Employer Identifier</b>	<b>06/16/98</b>	<b>05/31/02</b>	<b>07/30/04</b>
<b>Security</b>	<b>08/12/98</b>	<b>2/20/03</b>	<b>04/21/05</b>
<b>National Provider Identifier</b>	<b>05/07/98</b>		

# Administrative Simplification

Regulation	NPRM Published	Final Rule Published	Compliance Deadline
National Individual Identifier	<b>Not Published</b>		
National Health Plan Identifier			
Claims Attachment			
Enforcement	5/19/03- 5/24/03		

# Administrative Simplification

- ▶ **Standardized Transaction Sets**
  - ▶ **ANSI ASC X12N 837 = Health Care Claim (P, I, and D)**
  - ▶ **ANSI ASC X12N 835 = Health Care Claim Payment/Advice**
  - ▶ **ANSI ASC X12N 270 = Health Insurance Eligibility Request**
  - ▶ **ANSI ASC X12N 271 = Health Insurance Eligibility Response**
  - ▶ **ANSI ASC X12N 276 = Health Care Claims Status Inquiry**
  - ▶ **ANSI ASC X12N 277 = Health Care Claims Status Response**
  - ▶ **ANSI ASC X12N 278 = Health Care Claims Service Referral/Authorization**

# Administrative Simplification

## ▶ Code Sets

- ◆ **Nationally developed diagnosis and procedure codes**
  - ▶ **CPT, HCPCS, and ICD-9**
- ◆ **Non-medical code sets detailed in the implementation guides**
- ◆ **Must be used in all applicable standard transactions**
- ◆ **No local codes**

# Administrative Simplification

- ▶ **Privacy Rule-April 14, 2003**
  - ◆ **An individual's rights to control access and disclosure of their protected or individually identifiable health care information.**
  - ◆ **Objectives of the Privacy Rule:**
    - ▶ **Give patients more control**
    - ▶ **Establish appropriate safeguards**
    - ▶ **Hold violators accountable**



# Administrative Simplification

- ▶ **Security Rule-April 21, 2005**
  - ◆ **Designed to protect:**
    - ▶ **Confidentiality**
    - ▶ **Integrity**
    - ▶ **Availability**

# Administrative Simplification

## ▶ Identifiers

- ◆ **National Employer Identifier**
- ◆ **National Provider Identifier**
- ◆ **National Health Plan Identifier**
- ◆ **National Individual Identifier**

# Administrative Simplification

- ▶ **Centers for Medicare and Medicaid Services**
  - ◆ [www.cms.gov/hipaa/hipaa2/default.asp](http://www.cms.gov/hipaa/hipaa2/default.asp)
- ▶ **Office of Civil Rights**
  - ◆ [www.hhs.gov/ocr/index.html](http://www.hhs.gov/ocr/index.html)
- ▶ **Washington Publishing Company**
  - ◆ [www.wpc-edi.com/hipaa/HIPAA\\_40.asp](http://www.wpc-edi.com/hipaa/HIPAA_40.asp)
- ▶ **Workgroup for Electronic Data Interchange**
  - ◆ [www.wedi.org](http://www.wedi.org)

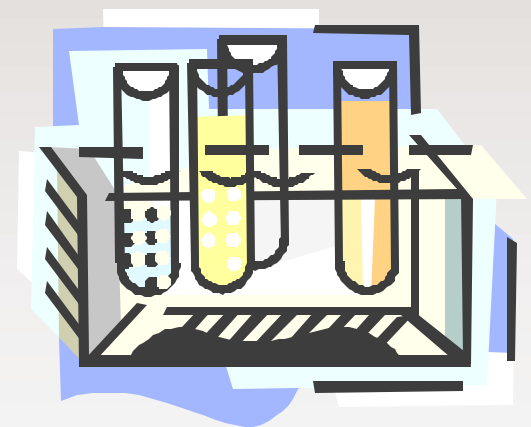
# QUESTIONS?

# Independent Laboratories Billing Update

# Objective

To briefly describe:

- ▶ **HIPAA Review & Approval Process**
- ▶ **New Independent Lab Billing Procedures**
- ▶ **New Provider Inquiry Policy**



# Agenda

- ▶ **HIPAA Review and Approval Process**
  - ◆ Six-step analysis, translation and review process for changes to Independent Lab Billing
- ▶ **New Independent Lab Billing Procedures**
- ▶ **Billing Manual Changes**
- ▶ **New Provider Inquiry Policy**



# HIPAA Review & Approval Process

## ▶ Six Step Process:

- ◆ HIPAA Business Analyst Review
- ◆ RHIA Analyst Review
- ◆ Registered Nurse Review
- ◆ MAA Subject Matter Expert Review
- ◆ Local Code Set Committee Review
- ◆ Approval by Interim Senior Deputy Director

## ▶ Result of the Process:

- ◆ MAA Transmittal Letter





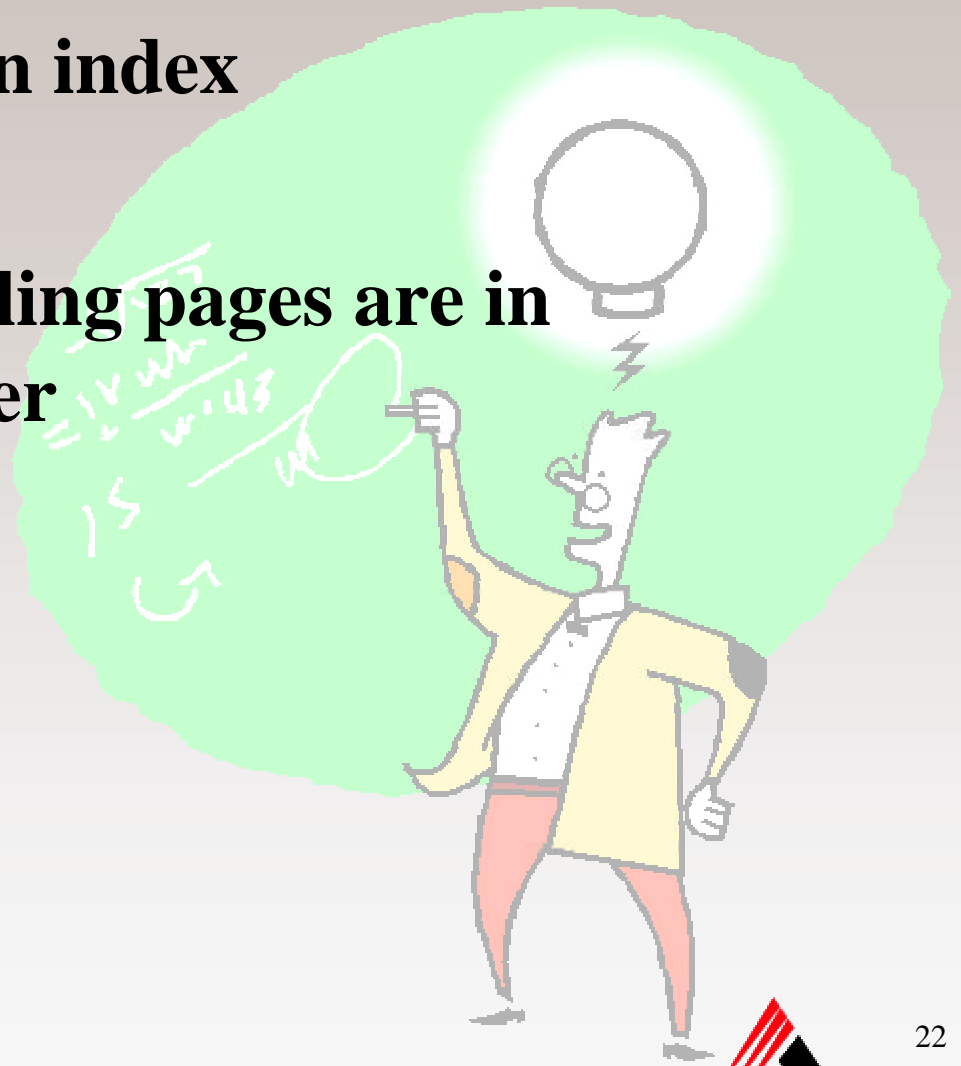
# New Independent Labs Billing - Overview

- ▶ **Effective date: August 1, 2003**
- ▶ **Use standard CPT and HCPCS codes to bill claims**



# Billing Manual Changes

- ▶ Added a revision index
- ▶ New manual billing pages are in the transmittal letter



# Billing Manual Changes - Revision Index

Revision Reference				
Section	Remove Page	Insert Page	Revised Page(s)	Description of Change
Table of Contents	N/A	6	New	§ Insert Revision Index page, Revised Date of 05/03/03.
Section 8.8	50	50	50	§ Added paragraph requesting provider name, tax id, provider Medicaid number, and name of person making call.

# New Provider Inquiry Policy

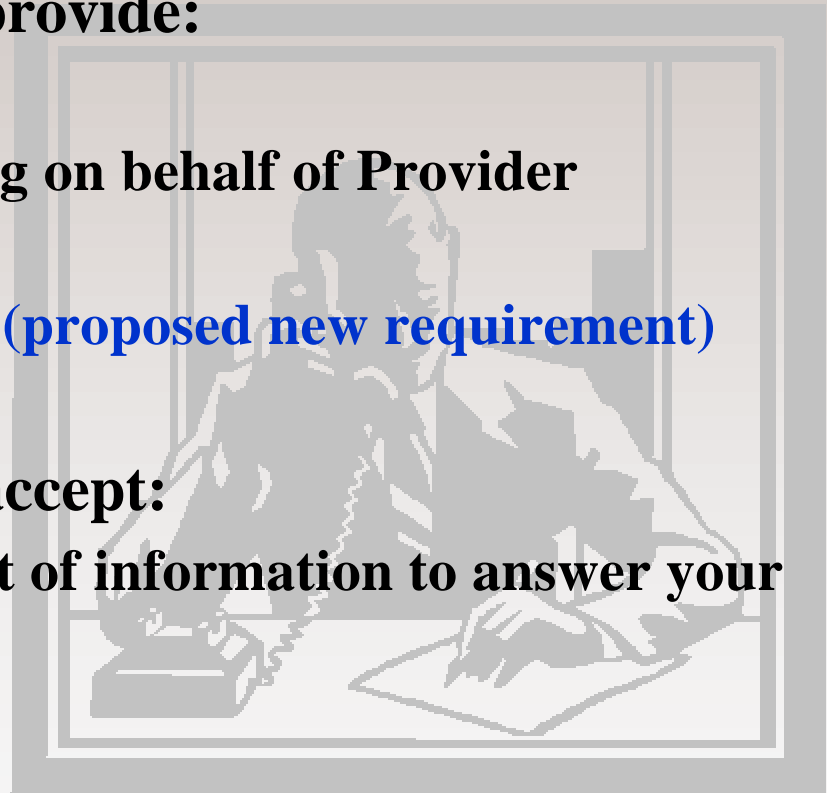
## ▶ When Calling the Provider Inquiry Unit

### ◆ Please be prepared to provide:

- ▶ Provider Name
- ▶ Name of person calling on behalf of Provider
- ▶ Medicaid Provider ID
- ▶ Provider Tax ID/SSN (proposed new requirement)

### ◆ Please be prepared to accept:

- ▶ The minimum amount of information to answer your inquiry



# Provider Inquiry Unit

- ▶ **Hours of operation:**
  - ▶ **Monday through Friday**  
**8 A.M. until 5 P.M.**
  
- ▶ **Telephone number: (866) 752-9233**
  
- ▶ **Correspondence address:**
  - ▶ **ACS**
  - ▶ **Attention: Provider Inquiry Unit**
  - ▶ **P.O. Box 34734**  
**Washington, DC 20043-4761**

# Provider Outreach Training Schedule

- ▶ **Introductory – June 10, 2003**
  - ◆ Thank you, for attending today's training. 😊
  
- ▶ **Detailed - June 16 – July 18, 2003**
  - ◆ Electronic Claims Companion Guides
  
- ▶ **Software - Aug 1 – Aug 31, 2003**
  - ◆ WINASAP2003

# Questions

**Are there any  
questions?**



# Electronic Data Interchange

**ACS EDI Gateway, Inc.**



# Purpose

- ▶ **To provide an overview of**
  - ◆ **ACS EDI Gateway, Inc**
    - ▶ **Trading Partner Management**
      - Enrollment process
      - Community outreach
      - EDI Support Unit

# Trading Partner Management

## ▶ Enrollment Packets

### ◆ Enroll through EDI Gateway, Inc. via:

#### ▶ EDI Enrollment Packet

- Demographics and contact information
- Submission methods
- Transactions
- Response Retrieval

#### ▶ Obtain via:

- ACS EDI Support Unit at 866.775.8563, Monday through Friday, 8 a.m. to 5 p.m. EST
- Download from website [www.acs-gcro.com](http://www.acs-gcro.com)

# Trading Partner Management

- ▶ **EDI Provider Enrollment Packet**
  - ◆ **Individual**
  - ◆ **Group**

# Trading Partner Management

- ▶ **EDI Submitter Enrollment Packet**
  - ◆ **Software Vendor**
  - ◆ **Billing Agent**
  - ◆ **Clearinghouse**

# Trading Partner Management

- ▶ **Community Outreach**
  - ◆ **ACS EDI Gateway Business Analysts**
    - ▶ **Training**
      - Services
      - Software
    - ▶ **Research Issues**
      - Format/reject related issue

# Trading Partner Management

- ▶ **Community Outreach**
  - ◆ **Companion Guides**
    - ▶ **Data clarification**
    - ▶ **ASC X12N Transaction Set Implementation Guides**
  - ◆ **Testing**
    - ▶ **Established testing strategy and process**
    - ▶ **Reduces number of invalid transactions**
    - ▶ **Mitigates fraud and abuse risk**
    - ▶ **Approved vendors**

# Trading Partner Management

- ▶ **Community Outreach**
  - ◆ **ACS EDI Gateway Support Unit**
    - ▶ **Technical assistance with software, hardware, and transmission issues**
    - ▶ **Data Exchange Services**
    - ▶ **Informational Services**
    - ▶ **Enrollment of submitters**
    - ▶ **866.775.8563, Monday through Friday, 8 a.m. to 5 p.m. EST**

# Trading Partner Management

- ▶ **Call ACS EDI Support Unit**
  - ◆ **866.775.8563**
    - ▶ **Request ACS EDI Gateway Trading Partner Enrollment Packets**
    - ▶ **Verify status of EDI Trading Partner Enrollment Forms**
    - ▶ **Request logon information**
    - ▶ **Verifying confirmation receipt for electronic claims submission**



# Trading Partner Management

- ▶ **Call ACS EDI Support Unit**
  - ◆ **866.775.8563**
    - ▶ **Download, install, and train on WINASAP2003 software**
    - ▶ **Retrieve electronic responses via iDEx**
    - ▶ **Remedy electronic transmission difficulties**

# Trading Partner Management

- ▶ **When to call Provider Inquiry**
  - ◆ **866.752.9233**
    - ▶ **Billing questions related to policy**
    - ▶ **Electronic Funds Transfer (EFT)**
    - ▶ **Paper claims processing**
    - ▶ **Medicaid program enrollment**

# QUESTIONS?



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